

# **PROGRAM IMPLEMENTATION ADVISORY COMMITTEE**

## **MEETING PROTOCOLS**

### **JANUARY 11, 2002**

**MEETING FACILITATION:** The meeting will be conducted quarterly at location sites within the Puget Sound region. The Department of Health (DOH) will convene and facilitate the meeting.

The facilitation responsibilities include but are not limited to:

- creating the agenda
- providing the facility to meet
- notifying all members of meeting dates, times and location
- working with DOH coordinator on travel and accommodation needs
- assuring all members receive materials at least 2 working days prior to meeting
- providing notes from each meeting to all the members whether in attendance or not
- reimbursing members for travel, if requested

#### **MEETING GUIDELINES:**

- Begin and end meetings on time
- Stick to the agenda, but be flexible to adjust agenda for priority items
- No one-on-one or side conversations
- End the meeting with a clear sense of next steps

**AGENDA:** Each agenda will contain the topics, date, times, location with activity and identified outcomes listed. DOH encourages input from members in creating meeting agendas.

**NOTE TAKING AND DISSEMINATION:** DOH will record committee discussion topic key points. Notes will be reviewed by the committee members prior to public dissemination. Dissemination will be provided through the respective DOH contract managers and posting on contractor's resources website.

**MEETING ATTENDANCE:** If a majority of members are unable to participate, the meeting will be cancelled. Majority means 60% of 22 members, and at least one DOH staff. It is the regular members responsibility to designate a substitute and to prepare the substitute member to be an active participant.

**CALENDAR:** A yearly meeting calendar will be established by the members. If for some reason the calendar conflicts with other state or national events, DOH will reschedule the meeting for a more appropriate time.

**CONFERENCE CALLS PROTOCOLS:** A member can participate via telephone if necessary. A telephone number will be provided by/to the DOH coordinator prior to the meeting.

**FISCAL CONSIDERATIONS:** The DOH will provide reimbursement for the quarterly meetings upon request. That includes facility rental, AV equipment, refreshments, lunches and guest speakers if appropriate. Member travel expenses are covered by the DOH if all the appropriate paperwork is done and submitted in a timely fashion or unless otherwise negotiated with DOH.